

**DEPARTMENT OF MANAGED HEALTH CARE
CALIFORNIA HMO HELP CENTER
DIVISION OF PLAN SURVEYS**

TECHNICAL ASSISTANCE GUIDE

**QUALITY MANAGEMENT
ROUTINE MEDICAL SURVEY
OF
PLAN NAME**

PLAN COPY

Issuance of this October 1, 2008 Technical Assistance Guide renders all other versions obsolete.

Technical Assistance Guide (TAG)

Plan Name:

Surveyor Name:

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Requirement QM-001: QM Program Intent and Regulatory Purpose, Structure and Requirements

Statutory/Regulatory Citations:

28 CCR 1300.70 (a)

(a) Intent and Regulatory Purpose.

(1) The QA program must be directed by providers and must document that the quality of care provided is being reviewed, that problems are being identified, that effective action is taken to improve care where deficiencies are identified, and that follow-up is planned where indicated.

(2) This section is not intended to set forth a prescriptive approach to QA methodology. This section is intended to afford each plan flexibility in meeting Act quality of care requirements.

(3) A plan's QA program must address service elements, including accessibility, availability, and continuity of care. A plan's QA program must also monitor whether the provision and utilization of services meets professionally recognized standards of practice.

(4) The Department's assessment of a plan's QA program will focus on:

(A) the scope of QA activities within the organization;

(B) the structure of the program itself and its relationship to the plan's administrative structure;

(C) the operation of the QA program; and

(D) the level of activity of the program and its effectiveness in identifying and correcting deficiencies in care.

28 CCR 1300.70 (b) (1)

(b) Quality Assurance Program Structure and Requirements.

(1) Program Structure.

To meet the requirements of the Act which require plans to continuously review the quality of care provided, each plan's quality assurance program shall be designed to ensure that:

(A) a level of care which meets professionally recognized standards of practice is being delivered to all enrollees;

(B) quality of care problems are identified and corrected for all provider entities;

(C) physicians (or in the case of specialized plans, dentists, optometrists, psychologists or other appropriate licensed professionals) who provide care to the plan's enrollees are an integral part of the QA program;

(D) appropriate care which is consistent with professionally recognized standards of practice is not withheld or delayed for any reason, including a potential financial gain and/or incentive to the plan providers, and/or others; and

(E) the plan does not exert economic pressure to cause institutions to grant privileges to health care providers that would not otherwise be granted, nor to pressure health care providers or institutions to render care beyond the scope of their training or experience.

28 CCR 1300.70 (b) (2) (A-F)

(b)(2) Program Requirements.

In order to meet these obligations each plan's QA program shall meet all of the following requirements:

(A) There must be a written QA plan describing the goals and objectives of the program and organization arrangements, including staffing, the methodology for on-going monitoring and evaluation of health services, the scope of the program, and required levels of activity.

(B) Written documents shall delineate QA authority, function and responsibility, and provide evidence that the plan has established quality assurance activities and that the plan's governing body has approved the QA Program. To the extent that a plan's QA responsibilities are delegated within the plan or to a contracting provider, the plan documents shall provide evidence of an oversight mechanism for ensuring that delegated QA functions are adequately performed.

(C) The plan's governing body, its QA committee, if any, and any internal or contracting providers to whom QA responsibilities have been delegated, shall each meet on a quarterly basis, or more frequently if problems have been identified, to oversee their respective QA program responsibilities. Any delegated entity must maintain records of its QA activities and actions, and report to the plan on an appropriate basis and to the plan's governing body on a regularly scheduled basis, at least quarterly, which reports shall include findings and actions taken as a result of the QA program. The plan is responsible for establishing a program to monitor and evaluate the care provided by each contracting provider group to ensure that the care provided meets professionally recognized standards of practice. Reports to the plan's governing body shall be sufficiently detailed to include findings and actions taken as a result of the QA program and to identify those internal or contracting provider components which the QA program has identified as presenting significant or chronic quality of care issues.

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(D) Implementation of the QA program shall be supervised by a designated physician(s), or in the case of specialized plans, a designated dentist(s), optometrist(s), psychologist(s) or other licensed professional provider, as appropriate.

(E) Physician, dentist, optometrist, psychologist or other appropriate licensed professional participation in QA activity must be adequate to monitor the full scope of clinical services rendered, resolve problems and ensure that corrective action is taken when indicated. An appropriate range of specialist providers shall also be involved.

(F) There must be administrative and clinical staff support with sufficient knowledge and experience to assist in carrying out their assigned QA activities for the plan and delegated entities.

Individual(s)/Position(s) to be Interviewed:

Staff responsible for the activities described above, for example:

- CEO
- Board Member (if feasible)
- QA Director
- QA Committee members
- Designated physician/clinician that provides oversight of QA Program
- Providers that participate in the QA Program

Documents to be Reviewed:

- QM Program description and/or plan
- QM Work Plan or action plan
- Organizational charts showing the relationship of the QA department and committees to the overall structure and the accountability of senior management for QA activities
- Annual QM plan evaluation for the last two years
- Minutes of the QM Committee or its equivalent and its subcommittee meetings for the last 18–24 months
- Meeting Minutes of Governing Body review of QM monitoring results.
- Job description and resume of physician or other clinician, as appropriate, who provides clinical direction to the QA program
- Review licensing filing of the Plan's QM program and confirm submission of appropriate policies and procedures.

Key Element 1:

1. The Plan has established and documented a QM Program consistent with regulatory purpose and intent. (Pre-Onsite) 28 CCR 1300.70 (a); 28 CCR 1300.70 (b) (1) and (2)

Assessment Questions	Yes	No	N/A
1.1 Does the Plan have a written description of the QM Program?			
1.2 Is a physician designated to provide clinical direction to the QM program?			
1.3 Does the designated physician hold a current unrestricted California license to practice medicine?			
1.4 Is there evidence that the designated physician is substantially involved in QM program operations evidenced by time commitment, clinical oversight and guidance to QM staff?			
1.5 Does the QA plan confirm a quality of care monitoring cycle: 1) problems are identified, 2) effective action is taken to improve care when deficiencies are identified, and 3) follow-up is planned where indicated?			
1.6 Does the scope of the QA Program address service elements, including accessibility, availability, and continuity of care?			
1.7 Does the scope of the QA Program monitor whether the provision and utilization of services meets professionally recognized standards of practice?			

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Key Element 2:

2. The QM Program is designed/structured to ensure effective quality oversight. (Pre-Onsite) 28 CCR 1300.70 (b) (1)

Assessment Questions	Yes	No	N/A
2.1 Does the QA program ensure that the level of care being delivered to all enrollees meets professionally recognized standards of practice?			
2.2 Does the Plan have mechanisms to identify and correct quality of care problems for all provider entities?			
2.3 Are physicians (or in the case of specialized plan, dentists, optometrists, psychologists or other appropriate licensed professionals) who provide care to enrollees an integral part of the QA program?			
2.4 Does the Plan track and trend quality of care provided by <i>individual</i> providers/provider groups against professionally recognized standards of practice (e.g., provider-specific rates, investigation of complaints regarding specific cases, site visits)?			

Key Element 3:

3. The written QM Program meets defined requirements. (Pre-Onsite) 28 CCR 1300.70 (b) (2) (A), (B) and (F)

Assessment Questions	Yes	No	N/A
3.1 Does the QM Program describe the goals and objectives of the program and organization arrangements?			
3.2 Does the Plan include staffing, clinical and administrative staff support with sufficient knowledge and experience to assist in carrying out their assigned QM activities for the plan and delegated entities?			
3.3 Does the QM Program include the methodology for ongoing monitoring and evaluation of health services?			
3.4 Does the QM Program include the scope of the program and required levels of activity?			
3.5 Does the QM Program delineate the QA authority, function and responsibility?			
3.6 Did the Plan provide evidence that the QM Program has established quality assurance activities?			
3.7 Was the QM Program approved by the governing body?			

Key Element 4:

4. The Plan's Governing Body provides adequate oversight of the QM program (e.g., reviews detailed reports of findings and actions of the QM program at least quarterly, periodically reviews the QM program description, reviews and approves goals and objectives). 28 CCR 1300.70 (a) (1); 28 CCR 1300.70 (b) (2) (C)

Assessment Questions	Yes	No	N/A
4.1 Does the Plan's Governing Body review regular QA monitoring reports at least quarterly?			
4.2 Are the reports to the Plan's Governing Body sufficiently detailed to include findings and actions taken as a result of the QM program?			
4.3 Are the reports to the Plan's Governing Body sufficiently detailed to identify any significant or chronic quality of care issues?			
4.4 Does the Governing Body act upon the reports and information provided (e.g., by providing feedback, instructions and recommendations to QM program staff)?			

End of Requirement QM-001: QM Program Intent and Regulatory Purpose, Structure and Requirements

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Requirement QM-002: QM Program Monitors the Full Scope of QM Activities (Pre-Onsite Review)

Statutory/Regulatory Citations:

CA Health and Safety Code section 1370

Every plan shall establish procedures in accordance with department regulations for continuously reviewing the quality of care, performance of medical personnel, utilization of services and facilities, and costs. Notwithstanding any other provision of law, there shall be no monetary liability on the part of, and no cause of action for damages shall arise against, any person who participates in plan or provider quality of care or utilization reviews by peer review committees which are composed chiefly of physicians and surgeons or dentists, psychologists, or optometrists, or any of the above, for any act performed during the reviews if the person acts without malice, has made a reasonable effort to obtain the facts of the matter, and believes that the action taken is warranted by the facts, and neither the proceedings nor the records of the reviews shall be subject to discovery, nor shall any person in attendance at the reviews be required to testify as to what transpired thereat. Disclosure of the proceedings or records to the governing body of a plan or to any person or entity designated by the plan to review activities of the plan or provider committees shall not alter the status of the records or of the proceedings as privileged communications.

The above prohibition relating to discovery or testimony shall not apply to the statements made by any person in attendance at a review who is a party to an action or proceeding the subject matter of which was reviewed, or to any person requesting hospital staff privileges, or in any action against an insurance carrier alleging bad faith by the carrier in refusing to accept a settlement offer within the policy limits, or to the director in conducting surveys pursuant to Section 1380.

This section shall not be construed to confer immunity from liability on any health care service plan. In any case in which, but for the enactment of the preceding provisions of this section, a cause of action would arise against a health care service plan, the cause of action shall exist notwithstanding the provisions of this section.

28 CCR 1300.70 (a) (1-3)

(a) Intent and Regulatory Purpose.

(1) The QA program must be directed by providers and must document that the quality of care provided is being reviewed, that problems are being identified, that effective action is taken to improve care where deficiencies are identified, and that follow-up is planned where indicated.

(2) This section is not intended to set forth a prescriptive approach to QA methodology. This section is intended to afford each plan flexibility in meeting Act quality of care requirements.

(3) A plan's QA program must address service elements, including accessibility, availability, and continuity of care. A plan's QA program must also monitor whether the provision and utilization of services meets professionally recognized standards of practice.

28 CCR 1300.70 (b) (1) (A-D)

(b) Quality Assurance Program Structure and Requirements.

(1) Program Structure.

To meet the requirements of the Act which require plans to continuously review the quality of care provided, each plan's quality assurance program shall be designed to ensure that:

(A) a level of care which meets professionally recognized standards of practice is being delivered to all enrollees;

(B) quality of care problems are identified and corrected for all provider entities;

(C) physicians (or in the case of specialized plans, dentists, optometrists, psychologists or other appropriate licensed professionals) who provide care to the plan's enrollees are an integral part of the QA program;

(D) appropriate care which is consistent with professionally recognized standards of practice is not withheld or delayed for any reason, including a potential financial gain and/or incentive to the plan providers, and/or others;

28 CCR 1300.70 (b) (2) (C-E)

(b) Quality Assurance Program Structure and Requirements.

(2) Program Requirements.

In order to meet these obligations each plan's QA program shall meet all of the following requirements:

(C) The plan's governing body, its QA committee, if any, and any internal or contracting providers to whom QA responsibilities have been delegated, shall each meet on a quarterly basis, or more frequently if problems have been identified, to oversee their respective QA program responsibilities. Any delegated entity must maintain records of its

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QA activities and actions, and report to the plan on an appropriate basis and to the plan's governing body on a regularly scheduled basis, at least quarterly, which reports shall include findings and actions taken as a result of the QA program. The plan is responsible for establishing a program to monitor and evaluate the care provided by each contracting provider group to ensure that the care provided meets professionally recognized standards of practice. Reports to the plan's governing body shall be sufficiently detailed to include findings and actions taken as a result of the QA program and to identify those internal or contracting provider components which the QA program has identified as presenting significant or chronic quality of care issues.

(D) Implementation of the QA program shall be supervised by a designated physician(s), or in the case of specialized plans, a designated dentist(s), optometrist(s), psychologist(s) or other licensed professional provider, as appropriate.

(E) Physician, dentist, optometrist, psychologist or other appropriate licensed professional participation in QA activity must be adequate to monitor the full scope of clinical services rendered, resolve problems and ensure that corrective action is taken when indicated. An appropriate range of specialist providers shall also be involved.

California Business and Professions Code Section 805:

(6) "Medical disciplinary cause or reason" means that aspect of a licensee's competence or professional conduct that is reasonably likely to be detrimental to patient safety or to the delivery of patient care.

(7) "805 report" means the written report required under subdivision (b).

(b) The chief of staff of a medical or professional staff or other chief executive officer, medical director, or administrator of any peer review body and the chief executive officer or administrator of any licensed health care facility or clinic shall file an 805 report with the relevant agency within 15 days after the effective date of any of the following that occur as a result of an action of a peer review body:

(1) A licensee's application for staff privileges or membership is denied or rejected for a medical disciplinary cause or reason.

(2) A licensee's membership, staff privileges, or employment is terminated or revoked for a medical disciplinary cause or reason.

(3) Restrictions are imposed, or voluntarily accepted, on staff privileges, membership, or employment for a cumulative total of 30 days or more for any 12-month period, for a medical disciplinary cause or reason.

(c) The chief of staff of a medical or professional staff or other chief executive officer, medical director, or administrator of any peer review body and the chief executive officer or administrator of any licensed health care facility or clinic shall file an 805 report with the relevant agency within 15 days after any of the following occur after notice of either an impending investigation or the denial or rejection of the application for a medical disciplinary cause or reason:

(1) Resignation or leave of absence from membership, staff, or employment.

(2) The withdrawal or abandonment of a licensee's application for staff privileges or membership.

(3) The request for renewal of those privileges or membership is withdrawn or abandoned.

(d) For purposes of filing an 805 report, the signature of at least one of the individuals indicated in subdivision (b) or (c) on the completed form shall constitute compliance with the requirement to file the report.

(e) An 805 report shall also be filed within 15 days following the imposition of summary suspension of staff privileges, membership, or employment, if the summary suspension remains in effect for a period in excess of 14 days.

(f) A copy of the 805 report, and a notice advising the licensee of his or her right to submit additional statements or other information pursuant to Section 800, shall be sent by the peer review body to the licensee named in the report. The information to be reported in an 805 report shall include the name and license number of the licensee involved, a description of the facts and circumstances of the medical disciplinary cause or reason, and any other relevant information deemed appropriate by the reporter.

A supplemental report shall also be made within 30 days following the date the licensee is deemed to have satisfied all terms, conditions, or sanctions imposed as disciplinary action by the reporting peer review body. In performing its dissemination functions required by Section 805.5, the agency shall include a copy of a supplemental report, if any, whenever it furnishes a copy of the original 805 report.

If another peer review body is required to file an 805 report, a health care service plan is not required to file a separate report with respect to action attributable to the same medical disciplinary cause or reason. If the Medical Board of California or a licensing agency of another state revokes or suspends, without a stay, the license of a

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physician and surgeon, a peer review body is not required to file an 805 report when it takes an action as a result of the revocation or suspension.

Individual(s)/Position(s) to be Interviewed:

Staff responsible for the activities described above, for example:

- Medical Director responsible to supervise the implementation of the QA program.
- QA Director or equivalent
- Member Services Director
- UM Director/ Medical Director involved in UM Review
- QA Committee members
- Participating providers
- Staff responsible for developing and analyzing reports
- Delegate Clinical Director, if plan delegates QM
- Delegate Director of Quality Improvement, if plan delegates QM

Documents to be Reviewed:

- QM Reporting and Analysis Plan;
 - Utilization reports
 - Mortality/morbidity rates
 - Reports/analysis of complaints and grievances
 - HEDIS results for the last three years, if applicable
 - QM activity reports, documentation and studies
 - QM Committee or applicable subcommittee minutes
 - Enrollee/provider satisfaction surveys results
 - Access and availability studies including telephone access studies
 - Special ad hoc reports to the Board, if applicable
 - Files detailing the review access/ availability complaints, continuity of care, utilization of services
- List of established performance goals and associated tracking reports
- QM Committee and Subcommittee meeting minutes
- Related policies and procedures, including: the process for investigating quality of care, system issues and/or administrative problems, monitoring procedures including problem identification, evaluation, corrective action and follow-up monitoring.
- Policy and procedure for peer review and Section 805 reporting
- Peer Review Committee Minutes
- Section 805 reports
- PQI Log
- Sample of PQI Files to be reviewed on site
- PQI track and trend reports by provider, by issue and by level of severity of confirmed problems

Key Element 1:

1. The Plan monitors required service elements and utilization of services and identifies and corrects quality of care problems for all provider entities. 28 CCR 1300.70 (a) (3)

Assessment Questions	Yes	No	N/A
1.1 Does the Plan monitor accessibility, availability, and continuity of care?			
1.2 Does the Plan's monitoring and analysis include all provider entities? (e.g., physicians, hospitals, outpatient surgery centers)			
1.3 Does the Plan's monitoring and analysis include all service types (e.g., preventive care, primary care, specialty, emergency, inpatient, ancillary)			
1.4 Does the Plan's monitoring and analysis include mental health provider performance against one or more of the established mental health parity clinical practice guidelines?			
1.5 Does the Plan monitor whether the provision and utilization of services meets professionally recognized standards of practice?			

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Assessment Questions	Yes	No	N/A
1.6 Are the Plan's data collection and reporting systems adequate to produce reliable and timely data and reports from various business units?			
1.7 Does the Plan continuously monitor and document all service elements and utilization services?			
1.8 Does the Plan use appropriate study designs and sound statistical techniques when monitoring, conducting studies and developing reports?			

Key Element 2:

2. The QA Program must document that problems are being identified. 28 CCR 1300.70 (b) (1) (B) and (C); 28 CCR 1300.70 (b) (2) (C)

Assessment Questions	Yes	No	N/A
2.1 Does the Plan utilize a variety of monitoring approaches (e.g., standardized performance measures; provider site visits; satisfaction surveys; investigating, tracking and trending enrollee complaints/grievances; investigating provider complaints) to identify problems in service and care?			
2.2 Does the Plan refer identified issues, if any, to the QM Committee or other appropriate body for input when appropriate?			
2.3 Does the Plan track issues referred for quality review (e.g., complaints referred from G&A Dept. to QM Dept.) to ensure that all issues are investigated and that investigations are timely?			
2.4 Where the Plan has failed to meet performance goals or targets, does the Plan conduct gap analysis and investigate barriers to better isolate the problems for both clinical and non-clinical aspects of its health service delivery?			

Key Element 3:

3. When problems are confirmed or performance goals are not met, the Plan formulates and implements effective corrective actions in a timely manner. 28 CCR 1300.70 (a) (1); 28 CCR 1300.70 (b) (1) (B) and (D); 28 CCR 1300.70 (b) (2) (C)

Assessment Questions	Yes	No	N/A
3.1 Does the Plan implement corrective actions or QM programs to address identified quality issues?			
3.2 Does the Plan incorporate input from appropriate professionals into the design of its corrective action plans or QM programs?			
3.3 Does the Plan assess the effectiveness of its corrective actions or QM programs?			
3.4 Does the Plan critically evaluate the outcome of its corrective actions or QM programs and take steps to rectify continued deficiencies?			

Key Element 4:

4. The QA Program must be directed by providers and must document that the quality of care provided is being reviewed. CA Health and Safety Code section 1370; 28 CCR 1300.70 (a) (1); 28 CCR 1300.70 (b) (2) (C-E)

Assessment Questions	Yes	No	N/A
For individual cases/providers (e.g., cases identified through complaints or sentinel events involving the quality of care provided by the provider):			
4.1 Does the Plan have an established process for investigating quality of care cases?			
4.2 Does the Plan involve clinicians with the appropriate knowledge or specialty (e.g., RNs, MDs) in the review process?			
4.3 Does the Plan complete investigations involving quality of care issues within the timeframes established by the Quality Management and Peer Review programs?			
4.4 Does the Plan have a peer review mechanism in place?			

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Assessment Questions		Yes	No	N/A
4.5	Does the Plan have a system to judge the severity of issues and the care involved that relies on professionally accepted standards of practice.			
4.6	Is the Peer Review case scoring system standardized, defined and communicated to all physicians involved in Peer Review?			
4.7	Does the Plan refer cases to a Peer Review Committee or other appropriate body of clinicians when appropriate?			
4.8	Does the Plan have policies and procedures that establish a method for reporting determinations of the peer review body in accordance with Section 805?			
4.9	If the Plan has denied a licensee's application for membership, terminated membership, imposed a summary suspension of membership or imposed restrictions, or if a licensee has resigned following notice of an impending investigation, has the Plan filed an 805 report?			
4.10	Does the Plan either prescribe a corrective action plan or require that the offending provider submit a corrective action plan?			
4.11	Does the Plan follow through and request evidence that corrective actions have been implemented by the offending providers?			

End of Requirement QM-002: QM Program Monitors the Full Scope of QM Activities (Pre-Onsite Review)

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Requirement QM-003: Precautions to Ensure Appropriate Care is Not Withheld or Delayed for Any Reason

Statutory/Regulatory Citations:

28 CCR 1300.70 (b) (1) (D) and (E)

(b) Quality Assurance Program Structure and Requirements.

(1) Program Structure.

To meet the requirements of the Act which require plans to continuously review the quality of care provided, each plan's quality assurance program shall be designed to ensure that:

(D) appropriate care which is consistent with professionally recognized standards of practice is not withheld or

delayed for any reason, including a potential financial gain and/or incentive to the plan providers, and/or others; and

(E) the plan does not exert economic pressure to cause institutions to grant privileges to health care providers that would not otherwise be granted, nor to pressure health care providers or institutions to render care beyond the scope of their training or experience.

Individual(s)/Position(s) to be Interviewed:

Staff responsible for the activities described above, for example:

- Medical Director;
- QA Director
- QA Coordinator

Documents to be Reviewed:

- Organizational chart depicting reporting relationships between QM and other departments.
- Physician Reviewer agreements with the Health plan. Contract terms and conditions.
- List of QM Committee members and titles, role and responsibility within the Committee, if any.

Key Element 1:

1. The QM Program is designed to ensure appropriate care is not delayed or withheld for any reason. 28 CCR 1300.70 (b) (1) (D) and (E)

Assessment Questions	Yes	No	N/A
1.1 Can the Plan demonstrate there is no financial incentive or gain to the plan providers and/or others to delay or withhold appropriate care?			
1.2 Can the Plan demonstrate that it does not exert economic pressure on institutions to grant privileges to health care providers that would not otherwise be granted?			
1.3 Can the Plan demonstrate that it does not pressure health care providers or institutions to render care beyond the scope of their training or experience?			
1.4 Are all treatment decisions rendered by appropriate clinical staff, void of any influence or oversight by the Finance Department?			
1.5 Does the Medical Director's responsibility to supervise medical management of the Plan's benefits occur without financial influence by the Finance Department?			

End of Requirement QM-003: Precautions to Ensure Appropriate Care is Not Withheld or Delayed for Any Reason

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Requirement QM-004: Credentialing (formerly QM-006)

Statutory/Regulatory Citations:

28 CCR 1300.51 (d) (H) (iii)

Hospital Staff Privileges. In the case of a full-service plan, there is a complete network of contracting or plan-employed primary care physicians and specialists each of whom has admitting staff privileges with at least one contracting or plan-operated hospital equipped to provide the range of basic health care services the plan has contracted to provide.

28 CCR 1300.67.2 (e)

A plan shall provide accessibility to medically required specialists who are certified or eligible for certification by the appropriate specialty board, through staffing, contracting, or referral.

28 CCR 1300.67.60 (e) (1-4)

(e) For the purposes of this section an "HIV/AIDS specialist" means a physician who holds a valid, unrevoked and unsuspended certificate to practice medicine in the state of California who meets any one of the following four criteria:

- (1) Is credentialed as an "HIV Specialist" by the American Academy of HIV Medicine; or
- (2) Is board certified, or has earned a Certificate of Added Qualification, in the field of HIV medicine granted by a member board of the American Board of Medical Specialties, should a member board of that organization establish board certification, or a Certificate of Added Qualification, in the field of HIV medicine; or
- (3) Is board certified in the field of infectious diseases by a member board of the American Board of Medical Specialties and meets the following qualifications:
 - (A) In the immediately preceding 12 months has clinically managed medical care to a minimum of 25 patients who are infected with HIV; and
 - (B) In the immediately preceding 12 months has successfully completed a minimum of 15 hours of category 1 continuing medical education in the prevention of HIV infection, combined with diagnosis, treatment, or both, of HIV-infected patients, including a minimum of 5 hours related to antiretroviral therapy per year; or
- (4) Meets the following qualifications:
 - (A) In the immediately preceding 24 months has clinically managed medical care to a minimum of 20 patients who are infected with HIV; and
 - (B) Has completed any of the following:
 1. In the immediately preceding 12 months has obtained board certification or re-certification in the field of infectious diseases from a member board of the American Board of Medical Specialties; or
 2. In the immediately preceding 12 months has successfully completed a minimum of 30 hours of category 1 continuing medical education in the prevention of HIV infection, combined with diagnosis, treatment, or both, of HIV-infected patients; or
 3. In the immediately preceding 12 months has successfully completed a minimum of 15 hours of category 1 continuing medical education in the prevention of HIV infection, combined with diagnosis, treatment, or both, of HIV-infected patients and has successfully completed the HIV Medicine Competency Maintenance Examination administered by the American Academy of HIV medicine.

CA Health and Safety Code section 1367 (b)

Personnel employed by or under contract to the plan shall be licensed or certified by their respective board or agency, where licensure or certification is required by law.

Individual(s)/Position(s) to be Interviewed:

Staff interviews are not required or recommended unless a specific concern is identified.

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Documents to be Reviewed:

- Related policies and procedures, including: credentialing and re-credentialing; ensuring all Plan providers and all participating providers, both individual and institutional, are licensed and/or certified; ensuring participating primary care physicians and specialists have admitting staff privileges with at least one participating hospital; ensuring all participating medical specialists are certified or Board eligible; defining standards for credentialing and re-credentialing of HIV/AIDS specialists; identifying providers whose licenses have been suspended or revoked; etc.
- Contracts with individual providers
- Contracts with contracted entities, including provider groups
- Complaint and grievance reports
- Delegation contracts as applicable
- Monitoring and tracking reports of credentialing and re-credentialing

Key Element 1:

1. The Plan verifies that all Plan provider staff and all participating providers, both individual and institutional, are licensed and/or certified, as required by law. CA Health and Safety Code section 1367 (b); 28 CCR 1300.67.60 (e)

Assessment Questions	Yes	No	N/A
1.1 Does the Plan have policies and procedures for verifying licensure/certification of its providers at the time of acceptance into the Plan network?			
1.2 Does the Plan have a mechanism to identify on a periodic basis providers whose license has been suspended or revoked?			
1.3 Does the Plan have criteria for identifying a provider as an HIV/AIDS specialist?			
1.4 Has the Plan established a corresponding mechanism for credentialing and re-credentialing HIV/AIDS providers in accordance with the regulation?			

Key Element 2:

2. The Plan verifies that participating primary care physicians and specialists have admitting staff privileges with at least one participating hospital. 28 CCR 1300.51 (d) (H) (iii)

Assessment Question	Yes	No	N/A
2.1 Does the Plan have established requirements for provider admitting staff privileges in participating hospitals?			

Key Element 3:

3. The Plan verifies that all participating medical specialists are certified or eligible for certification by the appropriate specialty board. 28 CCR 1300.67.2 (e)

Assessment Question	Yes	No	N/A
3.1 Does the Plan have established requirements regarding provider certification or board eligibility with the appropriate specialty board?			

End of Requirement QM-004: Credentialing (formerly QM-006)

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Requirement QM-005: QM Delegation Oversight

Statutory/Regulatory Citations:

28 CCR 1300.70 (b) (2) (G) (1-4)

(G) Medical groups or other provider entities may have active quality assurance programs which the plan may use. In all instances, however, the plan must retain responsibility for reviewing the overall quality of care delivered to plan enrollees.

If QA activities are delegated to a participating provider to ensure that each provider has the capability to perform effective quality assurance activities, the plan must do the following:

- (1) Inform each provider of the plan's QA program, of the scope of that provider's QA responsibilities, and how it will be monitored by the plan.
- (2) Ascertain that each provider to which QA responsibilities have been delegated has an in-place mechanism to fulfill its responsibilities, including administrative capacity, technical expertise, and budgetary resources.
- (3) Have ongoing oversight procedures in place to ensure that providers are fulfilling all delegated QA responsibilities.
- (4) Require that standards for evaluating that enrollees receive health care consistent with professionally recognized standards of practice are included in the provider's QA program, and be assured of the entity's continued adherence to these standards.

28 CCR 1300.70 (b) (2) (G) (5) and (6)

(G) Medical groups or other provider entities may have active quality assurance programs which the plan may use. In all instances, however, the plan must retain responsibility for reviewing the overall quality of care delivered to plan enrollees. If QA activities are delegated to a participating provider to ensure that each provider has the capability to perform effective quality assurance activities, the plan must do the following:

- (5) Ensure that for each provider the quality assurance/utilization review mechanism will encompass provider referral and specialist care patterns of practice, including an assessment of timely access to specialists, ancillary support services, and appropriate preventive health services based on reasonable standards established by the plan and/or delegated providers.
- (6) Ensure that health services include appropriate preventive health care measures consistent with professionally recognized standards of practice. There should be screening for conditions when professionally recognized standards of practice indicate that screening should be done.

28 CCR 1300.70 (b) (2) (H) (1) and (2)

(H) A plan that has capitation or risk-sharing contracts must:

1. Ensure that each contracting provider has the administrative and financial capacity to meet its contractual obligations; the plan shall have systems in place to monitor QA functions.
2. Have a mechanism to detect and correct under-service by an at-risk provider (as determined by its patient mix), including possible under utilization of specialist services and preventive health care services.

28 CCR 1300.70 (b) (2) (I) (1) (a) and (b)

(I) Inpatient Care.

1. A plan must have a mechanism to oversee the quality of care provided in an inpatient setting to its enrollees which monitors that:
 - a. providers utilize equipment and facilities appropriate to the care; and
 - b. if hospital services are fully capitated that appropriate referral procedures are in place and utilized for services not customarily provided at that hospital.

28 CCR 1300.70 (b) (2) (I) (2)

The plan may delegate inpatient QA functions to hospitals, and may rely on the hospital's existing QA system to perform QA functions. If a plan does delegate QA responsibilities to a hospital, the plan must ascertain that the hospital's quality assurance procedure will specifically review hospital services provided to the plan's enrollees, and will review services provided by plan physicians within the hospital in the same manner as other physician services are reviewed.

28 CCR 1300.70 (c)

(c) In addition to the internal quality of care review system, a plan shall design and implement reasonable procedures for continuously reviewing the performance of health care personnel, and the utilization of services and facilities, and

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cost. The reasonableness of the procedures and the adequacy of the implementation thereof shall be demonstrated to the Department.

28 CCR 1300.74.72 (Mental Health Parity)

(a) The mental health services required for the diagnosis, and treatment of conditions set forth in Health and Safety Code section 1374.72 shall include, when medically necessary, all health care services required under the Act including, but not limited to, basic health care services within the meaning of Health and Safety Code sections 1345(b) and 1367(i), and section 1300.67 of Title 28. These basic health care services shall, at a minimum, include crisis intervention and stabilization, psychiatric inpatient hospital services, including voluntary psychiatric inpatient services, and services from licensed mental health providers including, but not limited to, psychiatrists and psychologists.

28 CCR 1300.74.72 (g) (1-5)

(g) If a plan contracts with a specialized health care service plan for the purpose of providing Health and Safety Code section 1374.72 services, the following requirements shall apply:

(1) the specialized health care service plan shall maintain a telephone number that an enrollee may call during normal business hours to obtain information about benefits, providers, coverage and any other relevant information concerning an enrollee's mental health services;

(2) if the plan issues identification cards to enrollees, the identification cards shall include the telephone number required to be maintained above and a brief statement indicating that enrollees may call the telephone number for assistance about mental health services and coverage;

(3) the plan shall monitor the continuity and coordination of care that enrollees receive, and take action, when necessary, to assure continuity and coordination of care, in a manner consistent with professionally recognized evidence-based standards of practice, across the health care network;

(4) the plan shall monitor, as often as necessary, but not less frequently than once every year, the collaboration between medical and mental health providers including, but not limited to, the following:

- (A) exchange of information,
- (B) appropriate diagnosis, treatment and referral, and
- (C) access to treatment and follow-up for enrollees with co-existing medical and mental health disorders;

(5) the plan shall retain full responsibility for assuring continuity and coordination of care, in accordance with the requirements of this subsection, notwithstanding that, by contract, it has obligated a specialized health care service plan to perform some or all of these activities.

Individual(s)/Position(s) to be Interviewed:

Staff responsible for the activities described above, for example:

- Plan Medical Director or designated QA physician
- Plan staff person responsible for the delegation
- Delegate staff person responsible for the delegation
- Delegate Medical Director
- Plan QA Manager
- Delegate QA Manager
- Plan QA coordinators that conduct audits of the delegates
- QA representatives from one or more provider delegates

Documents to be Reviewed:

- Related policies and procedures, including those detailing the processes for delegation and continued oversight of delegated entities
- Pre-delegation assessments
- Delegation contracts, letters of agreements, and memoranda of understanding
- Audit tools, forms, and reports/results
- Documentation that the Plan conducts a periodic audit of delegated activities and requires a corrective action plan for deficiencies identified with documentation of appropriate follow-up

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- Documentation that the Plan periodically reviews and approves Delegate's QM Program Description and Work Plan
- Plan board or QM committee or subcommittee minutes which document review and oversight of delegated providers and organizations
- Corrective action plans for delegated providers as appropriate
- Routine and ad hoc reports from the delegated entities
- Minutes of governance committee in which Delegate reports were discussed

Key Element 1:

If a Plan delegates any QM responsibilities to affiliates and vendors including but not limited to contracting provider groups, hospitals, affiliated mental or behavioral health plans and credential verification organizations:

1. The Plan assesses the capability of each delegated entity by performing a capability assessment prior to delegation. 28 CCR 1300.70 (b) (2) (G) (1-3)

Assessment Questions	Yes	No	N/A
Does the Plan assess the delegate's:			
1.1 Policies and procedures for conducting the delegated responsibilities?			
1.2 Administrative capabilities?			
1.3 Technical expertise?			
1.4 Budgetary resources?			

Key Element 2:

2. The Plan and each Delegate have a delegation agreement that details the delegated services, the administrative responsibilities, the procedures for exchanging information/coordinating care, and the reporting/monitoring responsibilities of both the Plan and the Delegate. 28 CCR 1300.70 (b) (2) (G) (1-6)

Assessment Questions	Yes	No	N/A
2.1 Does the Plan have an agreement with each Delegate that defines the scope of responsibilities and how the delegate will be monitored by the plan?			
Does the contract/agreement include a description of:			
2.2 The delegated services?			
2.3 The administrative responsibilities of the delegate (e.g., for handling of grievances and appeals, customer service)?			
2.4 How the Plan will monitor the delegated entity?			
2.5 Does the Plan require the delegate to have standards for evaluating that enrollees receive health care consistent with professionally recognized standards of practice?			
2.6 Are these standards included in the delegate's QA program?			
2.7 Are there evaluation methods to assure the delegate's continued adherence to these standards?			
Does the Plan require that the delegate's quality and utilization review mechanisms encompass the following:			
2.8 Provider referral and specialist care patterns of practice?			
2.9 Assessment of timely access to specialists, ancillary support services?			
2.10 Access to appropriate preventive health services based on reasonable standards established by the plan and/or delegated providers?			
2.11 Appropriate preventive health care measures consistent with professionally recognized standards of practice, indicating when screening for conditions should be done?			

Key Element 3:

3. The Plan has put in place ongoing oversight procedures to ensure that delegates are fulfilling all delegated QM responsibilities. 28 CCR 1300.70 (b) (2) (G) (3)

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Assessment Questions	Yes	No	N/A
3.1 Does the Plan have ongoing oversight procedures in place to ensure that providers are fulfilling all delegated QA responsibilities?			
3.2 Do appropriate minutes of committee meetings indicate regular review of Delegate reports and activities?			
3.3 Does the Plan conduct periodic site visits to the Delegate?			
3.4 Does the Plan periodically review the Delegate's QM Program Description?			
3.5 Does the Plan periodically review the Delegate's QM Work Plan?			
3.6 Does the Plan implement corrective action and conduct follow-up reviews to address any deficiencies?			

Key Element 4:

If the Plan delegates in-patient QM responsibilities to a hospital:

4. The Plan oversees the hospital's QM program specific to the Plan's enrollees, and verifies that the hospital reviews services provided by plan physicians within the hospital in the same manner as other physician services. 28 CCR 1300.70 (b) (2) (I) (2)

Assessment Questions	Yes	No	N/A
4.1 Does the Plan have a mechanism to oversee the quality of care provided in an inpatient setting to its enrollees?			
4.2 Does the Plan's oversight program ensure that the hospital's QA policies and procedures reviews hospital services provided to the plan's enrollees?			
4.3 Does the Plan ensure review of services provided by plan physicians within the hospital in the same manner as other physician services are reviewed?			
4.4 Does the Plan ensure that the hospital's policies and procedures stipulate that services provided to Plan enrollees are provided in the same manner as services to other patients?			
4.5 Does the Plan's monitoring ensure providers utilize equipment and facilities appropriate to the care?			
4.6 If the hospital services are fully capitated, does the Plan ensure appropriate referral procedures are in place and utilized for services not customarily provided at that hospital?			
4.7 Does the Plan track and trend potential quality issues identified with a specific hospital?			

Key Element 5:

If a Plan has capitation or risk-sharing contracts with delegates:

5. The capitation/risk-sharing contract and/or delegation agreement details the services, responsibilities, and procedures for both the Plan and the Delegate. 28 CCR 1300.70 (b) (2) (H)

Assessment Questions	Yes	No	N/A
5.1 Has the Plan ensured that each contracting provider has the administrative capacity to meet its contractual obligation?			
5.2 Has the Plan ensured that each contracting provider has the financial capacity to meet its contractual obligation?			
5.3 Does the Plan have a system in place to monitor QA of capitated and at-risk providers?			
5.4 Does the Plan have a mechanism to detect and correct under-service by an at-risk provider (as determined by its patients mix), including possible under utilization of specialist services and preventive health care services?			

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Key Element 6:

If the Plan delegates the provision of mental health services for enrollees with parity conditions:

6. The contract/delegation agreement shall include a clear statement of the mental health benefits to be provided to the Plan's enrollees and a description of the requirement for the Delegate to collaborate with the Plan on: (1) improving the exchange of information between medical and mental health providers, (2) improving the diagnosis, treatment and referral of mental health conditions in medical settings; (3) improving access to treatment and follow-up for enrollees with co-existing medical and mental health disorders; (4) improving transition of care; and (5) improving ambulatory follow-up care. 28 CCR 1300.74.72 (g) (1-5)

Assessment Questions	Yes	No	N/A
6.1 Does the contract/agreement include a clear statement of the mental health benefits to be provided to the Plan's enrollees?			
Is the Delegate required to collaborate with the Plan on:			
6.2 Improving the exchange of information between medical and mental health providers?			
6.3 Improving the diagnosis, treatment and referral of mental health conditions in medical settings?			
6.4 Improving access to treatment and follow-up for enrollees with co-existing medical and mental health disorders?			
6.5 Does the Plan monitor the Delegate's collaboration in these areas at least once each year?			

End of Requirement QM-005: QM Delegation Oversight